

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - October 13, 2014

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2014 Salary
<b>General Support Services</b>					
4026	Accounting	Office Specialist	CL, CR	10/6/2014	\$ 12.87
4032	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
4033	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
4034	Accounting	Accounting Specialist		10/6/2014	\$ 17.74
<b>Justice Programs</b>					
4051	Advocate	Legal Secretary	CL, CR	9/2/2014	\$ 17.74
<b>Department of Health and Human Services</b>					
4062	Health Transportation - Site: San Simon	Transit Driver		8/18/2014	\$ 13.19
4060	Health Transportation - Site: Ak Chin	Transit Driver		8/18/2014	\$ 13.19
4018	Senior Services	Cook Aide		10/6/2014	\$ 9.11
<b>Department of Education</b>					
4012	Recreation - Site: Sells	Administrative Assistant		9/29/2014	\$ 14.92
4014	Recreation - Site: Al Jek	Recreation Specialist		9/29/2014	\$ 12.87
4015	Recreation - Site: Sells	Recreation Aide		9/29/2014	\$ 11.10
<b>Department of Water Resources</b>					
4006	Water Resources	Chief Hydrologist	CL	1/21/2014	\$ 70,118.00
<b>Department of Public Safety</b>					
4021	Law Enforcement- Police	Bureau Chief	New	10/13/2014	\$ 87,567.00
4083	Law Enforcement- Police	Program Manager	New	10/13/2014	\$ 61,974.00

### ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

### IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

### APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.

Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**OPEN CONTINUOUS RECRUITMENT**

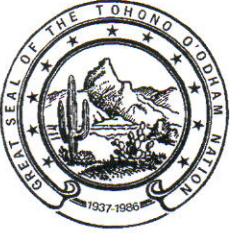
<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

**OTHER EMPLOYER'S RECRUITMENT**Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.





# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

4021

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

## JOB ANNOUNCEMENT

JOB TITLE: **BUREAU CHIEF**  
SALARY: **\$87,567.00, PLUS BENEFITS**

OPENING DATE: **October 13, 2014**

CLOSING DATE: **October 24, 2014**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/**Law Enforcement**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general direction, the Bureau Chief manages the daily activities of the all law enforcement personnel commissioned and non-commissioned in the absence of the Chief of Police. Management of personnel in daily work activities with a high standard of ethical conduct, respectful interpersonal relationships, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Tohono O'odham culture.

### MINIMUM QUALIFICATIONS:

- Associates Degree in criminal justice, police science, business or public administration, or closely related field and at least ten years' work experience as a certified police officer; or an equivalent combination of training, education, and work experience which demonstrate the ability to perform the duties of this position.
- Must have at least six years of full time Police supervisory experience and three years' work experience in law enforcement command level management.

—AND—

- Must possess a basic Police Supervisory Training Certification.
- Must obtain certification of an executive-level supervisory training (120 hour minimum course), within eighteen months of hire.
- Must be compliant with NIMS standards within three years of hire.
- Must possess current Arizona Peace Officer Standards and Training (POST) Certification.
- Must not have any Felony convictions or convictions that would be considered a Felony in the State of Arizona.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



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**4083**

**JOB ANNOUNCEMENT**

**JOB TITLE: PROGRAM MANAGER**  
**SALARY: \$61,974.00, PLUS BENEFITS**

**OPENING DATE: October 13, 2014**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** DPS/Law Enforcement

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general supervision, accomplishes the program's objectives by managing the planning, organizing and supervising of all functions required to develop, implement and operate an assigned program.

**SCOPE OF WORK:** To provide for the protection of lives and property for persons visiting or residing within the boundaries of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business or Public Administration and three year's management experience in program and/or grant administration, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must have 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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